

**U.S. Fish and Wildlife Service
Division of International Conservation**

WILDLIFE WITHOUT BORDERS- AMPHIBIANS IN DECLINE

Catalog of Federal Domestic Assistance (CFDA) Number: 15.650

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The *Wildlife Without Borders- Amphibians in Decline* program will fund projects that conserve the world's rapidly declining amphibian species. This program will support activities that address threats to frogs, toads, salamanders, newts, and caecilians that face a very high risk of extinction in the immediate future. Species should meet the criteria to be listed as "Critically Endangered" or "Endangered" on the International Union for the Conservation of Nature (IUCN) Red List. Species listed as "Data Deficient" on the IUCN Red List are also eligible if the applicant can provide information that suggests a similar urgency for conservation action. Species listed as "Extinct in Wild" are eligible if the applicant is proposing a reintroduction attempt.

The following species are NOT eligible for funding:

- Species with natural habitat range located primarily within the United States, Canada, Europe, or Australia;
- Non-amphibian species.

The goal of this grants program is to provide funding for specific conservation actions that have a high likelihood of creating durable benefits to amphibian species facing immediate threat of extinction, such as:

Protection of at-risk populations

- Veterinary/wildlife health interventions
- Activities related to execution of species survival plans
- Strengthening local capacity to conserve the target species
- Actions addressing unsustainable exploitation
- Efforts to mitigate or stop wildlife-human conflict
- Rehabilitation and rescue

II. AWARD INFORMATION

This program uses grant and cooperative agreements as assistance instruments.

Grant Awards

Due to the limited availability of funds, proposals requesting less than \$25,000 USD and demonstrating matching financial and/or in-kind support have a higher likelihood of being selected. Higher amounts may be requested with appropriate justification. Although the period of performance for projects funded under this program is typically one year, there are no restrictions on funding proposals for activities exceeding one year. The period of performance for all funded projects begins on the date the award is signed by the USFWS. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year.

Cooperative Agreements

For cooperative agreements, substantive involvement by the USFWS should be expected, including but not limited to, approval of annual work plans, technical assistance in certain project activities, and monitoring and evaluation. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested of the USFWS and a rationale for why involvement of USFWS is needed to fulfill project objectives.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this program can be: federal, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicants, organizations and individuals, both domestic and non-domestic, apply for, and include, a nine-digit Dun & Bradstreet Data Universal Number System (DUNS) on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform>. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly. *In awarding assistance, the organizational address (Grant Administrator) must match the address in Dun & Bradstreet's system.*

Central Contractor Registration (CCR) Database: Most domestic and foreign applicants **MUST** be registered in the CCR database to apply for funding. Exceptions are: 1) all individuals 2) all Federal agencies 3) foreign applicants submitting a proposal for less than \$25,000. CCR is used by the U.S. government as the repository for standard information about applicants and recipients of federal funds. *Recipients* must maintain an active CCR registration with current information at all times during the project period.

Domestic registrants go to: <http://www.ccr.gov> (click on "What you need to Register")

Non-Domestic registrants go to: <https://www.bpn.gov/ccr/international.aspx>

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunition; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, Sudan, and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: **May 1** is the annual deadline for applications. A confirmation email will be sent out to applicants once their submission has been received. There is the possibility of exceptions in deadline dates due to emergency situations.

RANGE OF APPROVAL/DISAPPROVAL TIME: Decisions on funding of project proposals are normally made no later than 180 days after the receipt of the project proposals.

APPLICATION FORMAT AND CONTENT: You must submit your proposal in English. Your proposal should include these elements:

A. Application Cover Page

Complete the Application Cover Page located on the Internet at

<http://www.fws.gov/forms/3-2338b.pdf> according to the instructions included on page 2 of that form.

B. Project Summary

BRIEFLY summarize your project in one page or less. This section should be a stand-alone summary of your project. It may or may not be shared with the public. Include: the title of the project;

geographic location; a brief overview of the need for the project; the target species; and specific project activities.

C. Project Narrative:

1. **Statement of Need:** This section should answer the question, “Why is this project necessary?” In three pages of text or less, the statement of need should clearly identify the **targeted species** and its IUCN Red List Category, a description of the **direct threats** that affect the targeted species at the project site, and the specific **threats that the project will address**.

Explain how your proposal differs from past work or builds upon it. Explain the success or failures of past efforts by yourself or others, and how your proposal build upon those efforts and lessons learned.

2. **Project Goal(s):** This section should answer the question, “What do you want to achieve in the long-term?” A *goal* is the long-term overarching outcome that you want to achieve in order to successfully conserve the target species.
3. **Project Objectives:** This section should answer the question, “What do you want to achieve in the short-term?” An *objective* is the specific outcome that you want to achieve in order to reach your stated goal, and should reflect a desired change in capacity, threat, or species status. Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated. Objectives should form the basis for the project’s *Monitoring and Evaluation* section.
4. **Project Activities and Methods:** This section should answer the question, “How are you going to achieve your objectives?” An *activity* is the specific actions that you undertake to fulfill your objectives and reach your goal. Provide a detailed description of the method(s) for each activity. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and should correspond with the budget request. Identify all *anticipated outputs* or products that will result from project activities (e.g., management plans, training manuals, educational materials).
5. **Project Timetable:** This section should answer the question, “Over what time period will project activities be implemented?” Include a timetable indicating roughly when (over the course of the grant) activities or project milestones will be accomplished. Any tables, spreadsheets, or flowcharts should appear within the body of the narrative (**do not include separate attachments**). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Go to: <http://www.fws.gov/international/dicprograms/sample%20timetable.pdf> to view a sample project timetable.
6. **Project Monitoring and Evaluation:** This section should answer the question, “How will we know that the project is working successfully?” From the Project Objectives that you identified in Section 3, choose **one objective** that you consider the most important to achieve in order to effectively conserve the target species. To track your progress toward achievement of this key objective, identify what you will measure (i.e., **indicators**), and how you will measure it (i.e., monitoring methods, sample sizes, survey tools).
7. **Description of Organization(s) Undertaking the Project:** This section should answer the question, “Who are you, and who are you going to be working with?” Provide a brief description of the applicant organization and all cooperating organizations and agencies. State the activity for which each group or individual is responsible. **Include brief (1-2 pages) *curricula vitae*** of key personnel, identifying their qualifications and capacity to meet the project objectives. Do not

include Social Security numbers, the names of family members, or any other personal or sensitive information.

8. Project Budget Table

Things to consider when developing your Budget Table:

- **Federally Funded Equipment:** Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.
- **Indirect Costs:** We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.
- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to, income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under this Program, income earned during the project period of performance of an approved Award shall be retained by the Recipient and used in one *or more* of the following ways:
 1. added to the funds requested from the FWS for the project and those committed by the Recipient/other partners and used to conduct additional activities that will further the project objectives; OR
 2. used to finance the non-Federal share of the project.

If your project will generate program income provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the period of performance, and (3) a description of how the funds will be used. If the income is to be used to conduct additional activities, you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

Instructions:

Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project, one column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and (if applicable) a column for any program income that will be used to conduct project activities, as demonstrated here:

Category/ Budget Item	Cost Calculation	TOTAL COST	USFWS	"Applicant"	"Partner X"	"Partner Y"	Program Income (if applicable)
Totals							

Present all amounts in U.S. dollars. Go to

<http://www.fws.gov/international/dicprograms/Sample%20Budget.pdf> to view a sample project budget table.

9. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should

be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Cost calculations should be included in the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

10. Governmental Endorsement: Non-governmental applicants should include a recent letter of support, referencing the specific proposal by title, from the appropriate local, regional, or national government wildlife or conservation authority. Preference will be given to projects developed in collaboration with, and/or includes counterpart support of, the relevant management agency.

11. Map: Provide a map showing the location of your project site at the state or province level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- ☐ Signed Grant Application Cover Page (must be signed by Authorized Representative)
- ☐ Project Summary (1 page or less)
- ☐ Project Narrative
- ☐ Timetable
- ☐ Budget Table
- ☐ Budget Justification
- ☐ Curricula vitae (1-2 pages) for key personnel
- ☐ Letter of Governmental Endorsement
- ☐ Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- ☐ A complete, signed SF 424-Application for Federal Assistance
<http://www.fws.gov/international/DICprograms/sf%20424.pdf>
- ☐ A complete Standard Form 424b-Assurances
<http://www.fws.gov/international/DICprograms/sf%20424b.pdf>
- ☐ Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- ☐ A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement, or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals may be submitted by mail, by e-mail, or via the Internet through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Division of International Conservation
Attn: WWB-AD
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Suite 100
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 ½" x 11") paper. Format all pages to display and print page numbers. We prefer to receive all e-mailed documentation (cover page, narrative, budget and other required attachments) incorporated into ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at FW9_WWB_AD @fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission deadlines regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered go to <http://www.grants.gov/search/basic.do>. Enter the CFDA Number located on the top of page 1 of this document in the field under **Search by CFDA Number** to view this program's Grants.gov announcement. Follow the instructions found under the How to Apply section of the Grants.gov announcement.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud, and abuse and to encourage coordination and collaboration among projects on the ground.

Review Criteria: To be considered for funding, proposals must specify a conservation action for an eligible species, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified and feasible projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- Demonstrates the high degree of threat or extinction risk that the target species experiences;
- Addresses a conservation need of a species that is exceptional ecologically, evolutionarily, or in conservation (Note that it is the responsibility of the applicant to articulate what quality makes the species exceptional, but examples would include a species that strongly influences the ecological community in which it occurs, a species that is genetically distinct with few close relatives, a species that exhibits a distinctly unusual behavior, or a species whose conservation would catalyze the conservation of multiple species);
- Occurs in a region or conserves a taxon poorly represented in the Amphibians in Decline portfolio;
- Makes a significant and durable contribution to the survival of the species, or to the integrity of its habitat or an area with significant conservation value for the species;
- Addresses a conservation need identified by a specialist group or by a regional, national or global strategy;
- Applies the best scientific and technical information and methods available in support of project activities;
- Includes the participation of local partners in project activities, including meaningful involvement of government, community or civil society stakeholders;

- Is feasible and likely to be successfully implemented as stated;
- Advances the practice of conservation by being designed and implemented in a way that the successes and failures of activities can be credibly assessed and shared;
- Emphasizes conservation action rather than data collection; and
- Implements activities or provides benefits that have the potential to be sustaining beyond the period of performance of the grant, including training that develops local capacity to implement or manage conservation projects.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal. Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature (examples include projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others) that they warrant immediate consideration.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Go to <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> to review the Division of International Conservation's *Assistance Award Guidelines* document which details the policies, terms, and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's *Assistance Award Guidelines* document at <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> for additional reporting information.

VII. AGENCY CONTACT

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VIII. RELATED PROGRAMS

CFDA 15.635 Neotropical Migratory Bird Conservation Fund
CFDA 15.640 Wildlife Without Borders-Latin America and Caribbean Program
CFDA 15.641 Wildlife Without Borders-Mexico Program
CFDA 15.645 Marine Turtle Conservation Fund